

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CP-520

For: State Offices

HEL and WC Violation Reporting System

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

6-CP, paragraphs 816 through 836 provide instructions for State Offices to compile information received from County Offices on FSA-493's in a Paradox database and upload files to BBS on a quarterly basis.

The Paradox database program will no longer be used. The database program that FSA has adopted for Service Center use is Microsoft's Access.

Access is being included in the package of software installed on all new FSA and Service Center computers. State Offices will receive a copy of an Access HEL/WC database program for future use in reporting violation data to PECD. The current procedure in 6-CP concerning the Paradox database will be obsolete.

B

Purpose

This notice provides instructions for handling FSA-493's received from Service Centers.

Disposal Date

October 1, 2000

Distribution

State Offices

10-15-99

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2 State Office Action

A

Holding FSA-493's for Future Database Entry

State Offices shall:

- continue to accumulate all FSA-493 worksheets received from County Offices for future data entry once the Access HEL/WC violation database software has been distributed to State Offices
 - keep a copy of past Paradox HEL/WC violation data on a diskette for future conversion to the new software. Past data stored in a Paradox format will be convertible to an Access database.
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B

Discontinuing Quarterly Paradox Uploads

State Offices shall discontinue the quarterly upload of Paradox files to the FSA BBS required in 6-CP, subparagraph 817 G.

Quarterly transmissions will resume once the Access database program has been distributed to State Offices. Software is expected to be tested and distributed to State Offices for use during the final quarter of 1999.

C

Notifying County Offices of Reporting Requirements

Remind County Offices to complete the FSA-493 violation worksheet and submit a copy to the State Office for each violation.
